

DOCHROC TRAINING ANNOUNCEMENT

September 2012 Commerce Learning Center (CLC) Courses

To: OS Employees and Served Clients (BIS, EDA, ITA, MBDA, and NTIA)

Announcement No. 115-100: September 2012 – Commerce Learning Center (CLC) Courses

The Office of Workforce Development and Performance Management (OWD&PM) is pleased to announce CLC training opportunities that are being spotlighted for the month of September 2012. These courses are located in the Commerce Learning Center: <https://doc.learn.com/other>

The following course is targeted for managers and supervisors:

Course Title	Click Here to Access Course	Course Duration
Assessing Performance Continuously	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=4227	3.0 hours

The following course is targeted for aspiring supervisors/team leaders:

Course Title	Click Here to Access Course	Course Duration
Planning for Performance	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=10132	1.0 hour

The following course is targeted for all employees:

Course Title	Click Here to Access Course	Course Duration
Performance Appraisal Essentials: 360-degree Appraisal	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=7396	1.0 hour

If you have any questions regarding instructions to take these courses, please contact Anesia Robinson at (202) 482-1380 or via e-mail at arobinson@doc.gov. Thank you.